

Department of Human Resource Management (DHRM)
POSITION CLASSIFICATION GRIEVANCE FORM
 (Reference: DHRM Rules 477-4-4)

*****DO NOT SUBMIT THIS FORM TO YOUR AGENCY HUMAN RESOURCE OFFICE*****

SUBMIT FORM DIRECTLY TO:
 EXECUTIVE DIRECTOR, DHRM
 2120 STATE OFFICE BUILDING
 P O Box 141531
 SALT LAKE CITY, UTAH 84114-1531

THIS FORM, WITH ALL REQUIRED DOCUMENTATION,
 MUST BE **RECEIVED IN DHRM** BY 5:00 P.M. OF THE 10TH
 WORKING DAY FOLLOWING RECEIPT OF
 CLASSIFICATION NOTIFICATION FROM DHRM OR YOUR
 AGENCY.

EMPLOYEE INFORMATION

NAME: _____ SOCIAL SECURITY NO.: _____
 DEPARTMENT: _____ DIVISION/BUREAU: _____
 HOME MAILING ADDRESS: _____
 WORK PHONE: () _____ HOME PHONE: () _____

****Please notify the DHRM Grievance Technician (538-3626) of any changes in the above information.****

POSITION INFORMATION

NEW ASSIGNED CLASSIFICATION TITLE/SALARY RANGE: _____
 OLD ASSIGNED CLASSIFICATION TITLE/SALARY RANGE: _____
 EMPLOYEE SIGNATURE: _____ DATE: _____

SIGNATURE AND DATE OF SIGNATURE ARE REQUIRED FOR PROCESSING

READ < *Instructions: Before completing this form, read the information on the next page. Provide a written response to each numbered item, using additional sheets and attachments as necessary. All questions must be answered; all requested attachments must be provided. DO NOT miss the filing deadline (see above). Attachments may be sent later, if arrangements are made with the DHRM Grievance Technician (538-3626).*

1. On what date did you receive the letter (**please attach a copy**) from DHRM or your agency notifying you of the classification decision for your position?
2. Please list the specific issue(s) of your grievance and **the specific remedy** (i.e., job description, etc.) you are requesting.
3. Does the Position Description Questionnaire (PDQ) in effect at the time of the classification decision accurately describe your duties and responsibilities? If not, please attach a copy of the PDQ and list the duties and responsibilities that were not included. What percentage of work time is required to perform each listed duty?
4. Please list the reasons that the Purpose and Distinguishing Characteristics section of your assigned job description does not describe the work you do.
5. Please present any additional justification, complete with specific documentation, to support the requested remedy.

Please read and follow all instructions completely. Review the Completion Checklist on the next page before submitting your grievance.

If you have additional questions, please call the DHRM Grievance Technician at 538-3626.

POSITION CLASSIFICATION GRIEVANCE FORM***PLEASE COMPLETE THE ENTIRE FORM***

All aspects of the grievance should be addressed and developed at this time. The panel cannot be expected to hear grievances for which it has not received timely documentation identifying (1) what is being grieved, (2) the specific requested remedy, and (3) justification in support of the requested remedy.

1. The date you received written notification of the classification decision for your position is an important date in the grievance due process. Your signature on the form attests to the validity of that date.
2. It is important to be specific in stating what you are grieving and the remedy you are requesting. **Issues not concerning position classification cannot be addressed through this process.** The assignment of a salary range to a job description is not a classification issue.
3. **List only those specific duties from your Position Description Questionnaire which, in your opinion, were overlooked or not included.** The percentage of time spent performing each listed duty **must** be included in order for the panel to properly evaluate them.

If your grievance is based on changes in assigned duties since the contested classification decision was made, the Panel will either (1) determine that the changes are not sufficient to justify a change in classification, or (2) determine that the changes warrant another classification review, in which case, the matter will be remanded back to your agency for consideration through normal procedures of classification review and the grievance will be closed.

4. List those important duties performed on a regular basis that are not included or reflected in the Purpose and Distinguishing Characteristics, and Examples of Tasks, sections of your newly assigned job description.
5. Additional justification should be limited to well-organized, factual information about assigned duties. *Letters of support, performance issues, and other information not directly related to job design and assigned duties are not appropriate.*

Documentation should include copies of all comparative references, job descriptions, position description questionnaires, etc. Important things should be highlighted, and narrative should be organized for convenient review.

COMPLETION CHECKLIST:

- | | |
|---|---|
| <input type="checkbox"/> letter of notification (SEE No. 1 above); | <input type="checkbox"/> PDQ used for the classification decision; |
| <input type="checkbox"/> statement of specific requested remedy; | <input type="checkbox"/> organizational chart showing your position; |
| <input type="checkbox"/> specific duties at the time of classification decision | <input type="checkbox"/> job description for newly assigned classification; |
| and % of time spent performing them (See No. 3 above); | <input type="checkbox"/> job descriptions for specific requested remedy. |

PLEASE NOTE: GRIEVANCE FORM MUST BE SIGNED AND DATED

FILING A POSITION CLASSIFICATION GRIEVANCE

There are four ways that a position classification grievance may be filed. Each option will be discussed separately below.

1. Submitting a completed Position Classification Grievance Form with all required documentation

In some instances, more than one (1) employee is affected by a position classification decision. Each employee who wants to file a grievance must submit their own Position Classification Grievance Form, even though they may be treated as a group for the hearings.

2. Submitting a completed Position Classification Grievance Form with no required documentation

This option will allow the Grievant(s) additional time to get their documentation collected, since DHRM will make a request for the required documentation.

Options 1 and 2 are the preferred methods of filing a position classification grievance, although there are two (2) additional options available.

3. Sending a letter, fax or e-mail request to file a grievance

This option will allow the Grievant(s) additional time to get their documentation collected, since DHRM will make a request for the Position Classification Grievance Form and all required documentation.

4. Placing a telephone call to the Grievance Technician

The Grievance Technician will document the telephone call by including date, time, and message, and sign the documentation. **The Grievance Technician will send a follow-up e-mail to the Grievant(s) as a confirmation of the telephone request.**

This option will allow the Grievant(s) additional time to get their documentation collected, since DHRM will make a request for the Position Classification Grievance Form and all required documentation.

The Grievance Technician will place all documentation of the grievance request in the grievance file, no matter which of these four (4) options are used.

- send all other copies by Building Mail, U.S Mail, or deliver;
- add a copy of the memorandum to the top of the grievance file(s);
- close the file(s), and place the file(s) alphabetically with the other closed files;
- attach the green certified mail receipts to the **left side** of the grievance file, in the order they are received back by DHRM.

NOTE: The Grievance Technician should always check any correspondence carefully before sending, to make sure that all information (such as name, address, etc.) is correct.

NOTE: If the Grievant does not have access to required Job Standards, Classification Specifications or Job Descriptions, the Grievance Technician may fax a copy to the Grievant for their review. The Job Standards, Classification Specifications or Job Descriptions should not be placed in the grievance file until the Grievant confirms their review by:

- sending back a copy of the documents to the Grievance Technician;
- sending a fax, e-mail or letter confirming their review of the documents;
- documentation of a telephone call confirming their review of the documents (**see Option #4 on page 21 for documentation requirements**).